Chetwynd Public Library

Regular Board Meeting Minutes – APPROVED
September 28, 2021 – in person and zoom

Call to Order: 5:38pm

Present: Dana Bergen, Tanya Harmacek, Liz Landon, Melissa Millsap (LD), Dan Rose, Janet Wark, Kelly Wilson call-in: Sorene Kampen,

Regrets: Danielle Burt, Krixia Padilla, Zach Sheridan-Carr

Agenda: MOVED by LL, SECONDED by JW That the agenda be adopted. – CARRIED

Minutes: MOVED by KW, SECONDED by LL That the minutes of the June 22, 2021 regular board meeting and the August 24, 2021 special board meeting be adopted. – CARRIED

Correspondence: Nil

Treasurer Report: Reviewed the Comparison Income Statement and the budget and fund spreadsheet.

MOVED by LL, SECONDED by KW That the treasurer report be received for information. – CARRIED

DR gave a brief summary on budgeting, funding for the new library and advised on an operating agreement to go into place with the new library.

Chair – We have another person interested in joining the board and she will hopefully be in attendance at our next meeting.

Library Director – Showed stats with daily averages. New employees: Childrens Program Coordinator, Assistant Library Director and two summer students, currently have a casual job posting out. Testimonial for Dawson Coop and gratitude for the program. Took part in the HeART walk with the library displaying local beadwork. The library was closed on Monday August 09th for a scheduled power outage. Set up a funding platform through Benevity. Holding a literacy bingo with prizes being gift certificates to local restaurants donated through Decoda. VR and Gaming computers have been well used. Saulteau Helath Blitz was cancelled. Attended the Rec Centre open house. Set-up the children's area for Harvest Fest and gave away free craft kits in partnership with the Chetwynd Arts Council. Update on staff training, program planning, meetings, and grant applications.

(NELF) North East Library Federation Representative – Edel Toner-Rogala will be resigning as our Federation Manager. We still need to appoint two representatives from the CPL board to sit on the NELF board. Perhaps either Edel or the new Federation Manager can join us via zoom at our next meeting so they can inform the board a little more about what would be required to fill the positions.

District of Chetwynd – The spray park is nearing completion and the dog park is complete. There is one area at the dog park for large dogs and a second area for small dogs. The District received funding through Site C the BC Hydro fund for the Pine River Rec Site, located at 6 mile bridge. Chetwynd is now 60% vaccinated. Mental Health Walk is October 03rd and the District is also assisting Tansi with Truth and Reconciliation Day at Spirit Park.

Peace River Regional District – Have and oversee many public facilities and the staff are busy ensuring that they are all compliant. They hired a term Safety Coordinator and the position has been extended as there is a lot of little jobs still on the go, and a big one; our new library.

Library Project Committee – September 16th was our last meeting and it was very positive. We were in-between two different locations and it has been narrowed down to the back location that is in between the splash park and skate park. This was the recommendation put forward by the Civic Properties Commission at the Chetwynd & District Rec Centre due to the need of visibility for security of the skate park, and the pinch point of traffic off the highway. Amy the Field Leavers Architect has come back with revisions a few times and now that the location has been identified, we can work towards the final layout. The start date has been pushed back and will now start in the spring. The public consultation will be coming soon. Once the final layout is complete we can look towards other grant opportunities.

DR informed the new board members on the history of how we got to the decision and need to build a new library.

Children's Area Upgrade Planning Committee – Nil

Fundraising Committee – Nil

Friends of the Library – had their first meeting since before COVID. The big focus at this time is on recruitment. The present Chair, Gwen Finnson will be stepping down. LL will be stepping in in the interim with social media. Discussion on the Festival of Trees, and what it may look like this year. The idea/thought is to go with mini trees and wreaths. With the trees and wreaths on display in the library, we could potentially have an online gala similar to what the library did for the Children's Art Gala.

MOVED by JW, SECONDED by LL That the reports be accepted as presented. – CARRIED

New Items:

MOVED by KW, SECONDED by LL That we go with ESW quote # 012407 to replace our old photocopier service agreement. – CARRIED

Diary Items:
Strategic Plan – is almost complete.
Library hours of operation – even though in-house programming is starting in October the board is not yet prepared to open the library to pre COVID hours.

In-Camera:
Entered into in-camera meeting at 7:11pm
Resumed regular meeting at 7:36pm

Adjournment: MOVED by DR, SECONDED by KW to adjourn the meeting at 7:36pm. – CARRIED

Next Meeting: Tuesday October 26, 2021 at 5:30pm

Board Chair

Library Director